

FLORIDA HIGHWAY PATROL

POLICY MANUAL



SUBJECT OTHER PERSONNEL MATTERS	POLICY NUMBER 5.11
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APPLICABLE CALEA STANDARDS	REVISION DATE 01/15/08
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5.11.01 PURPOSE

To provide employees with guidance and information on a variety of personnel matters which, due to their brevity do not require an entire chapter in this manual.

5.11.02 AUTHORITY

Chapter 3.07, DHSMV Management Manual

Chapter 5.06, DHSMV Management Manual

5.11.03 POLICY

It is the policy of the Florida Highway Patrol to provide formalized guidance and information to its members on matters related to their employment and duties.

5.11.04 OBJECTIVES

To provide guidance and information on a variety of personnel matters including, but not limited to:

- A. Alcohol abuse.
- B. Substance abuse.
- C. Fitness for duty evaluations
- D. Weight control.
- E. Location of members on the Division ID list.
- F. Voluntary demotions.
- G. Initiation of civil action by a member.

5.11.05 PROCEDURES

A. ALCOHOL ABUSE

In the event that an employee is identified as having an alcohol abuse problem, the provisions set forth in Policy 3.07; DHSMV Management Manual will be followed.

B. SUBSTANCE ABUSE

Illegal use of controlled substances is a crime and, upon confirmation of use, applicants will be rejected and existing members will be terminated. Upon reasonable suspicion, as defined in Policy 3.07, DHSMV Management Manual, the Director may order a urine test be administered.

C. FITNESS FOR DUTY EVALUATIONS

When an employee exhibits behavior which causes management to question whether the employee is physically or psychologically fit to perform essential job duties or which management believes presents a risk to person(s) or property, that member may be required to submit to a psychological and/or physical examination, as provided for in Chapter 5.06, DHSMV Management Manual.

D. VIOLATIONS OF WEIGHT STANDARDS

1. Failure of members to comply with the weight limits which appear in Addendum 5.11-1 may be dealt with through the disciplinary action process. Prior to consideration of disciplinary action, the affected member shall be provided an opportunity to seek assistance in weight reduction through the Member Assistance Program (MAP).
2. In those cases where members are consistently in excess of 15 pounds weight in proportion to height, the following steps may be followed when the members fails to make satisfactory progress in a program of weight reduction:
 - a. Two counseling sessions by the immediate supervisor.
 - b. Two counseling sessions by the second level supervisor.
 - c. Oral reprimand by the immediate supervisor.
 - d. Two counseling sessions by the second level supervisor.
 - e. Two counseling sessions by the third level supervisor.
 - f. Written reprimand by the third level supervisor.
 - g. Two counseling sessions by the fourth level supervisor.
 - h. Suspension.

E. PLACEMENT ON THE FHP ID LIST

Members are placed on the FHP ID List in accordance with their rank and seniority in that rank. Members who are promoted and subsequently reduced in rank will be placed in the following years ID list in the same slot they would have been had they not been promoted.

Members who have resigned from the FHP and are subsequently rehired will be placed at the end of the ID list at the time of their reemployment.

F. VOLUNTARY DEMOTION

Requests for a voluntary demotion will be considered based upon agency needs and the available vacancy of a rank to which the demotion would be made. Applicable portions of the Collective Bargaining Agreement will prevail when appropriate.

G. LEGAL ACTION INVOLVING MEMBERS

In the course of the performance of duty, the Division and/or a member may become the object of a law suit or other legal action. The following sections outline specific requirements and rights related to legal actions. All reference to the Office of General Counsel refers to the Department of Highway Safety and Motor Vehicles' Office of General Counsel.

1. A member will not bring civil action against a citizen for damages sustained in the line of duty without first reporting the case, in writing through the chain of command, to the Director and the Office of General Counsel.
2. A member who becomes aware that he/she will be named as defendant in a civil action suit, as a result of actions of an official capacity on or off duty, will immediately notify the Director and the Office of General Counsel.
3. When a member is served with a summons, complaint, notice of claim, or other legal documents concerning a civil action that is in any way related to the performance of official duties, that member is to immediately send the original summons and complaint or other legal document DIRECTLY to the Office of General Counsel at the Neil Kirkman Building in Tallahassee. A copy of the summons and complaint, along with a memorandum indicating the original was sent to the Office of General Counsel should be forwarded through the chain of command.
4. Any member who is charged or becomes aware that he/she will be charged in a criminal case shall notify his/her immediate supervisor immediately.

WEIGHT SCALE

Males				Females			
Height	Small Frame	Medium Frame	Large Frame	Height	Small Frame	Medium Frame	Large Frame
5'4"	117 - 138	123 - 149	131 - 163	5'0"	96 - 114	101 - 124	109 - 138
5'5"	120 - 142	126 - 153	134 - 167	5'1"	99 - 118	104 - 128	112 - 141
5'6"	124 - 146	130 - 157	138 - 173	5'2"	102 - 121	107 - 131	115 - 144
5'7"	128 - 151	134 - 163	143 - 178	5'3"	105 - 124	110 - 135	118 - 149
5'8"	132 - 155	138 - 167	147 - 183	5'4"	108 - 128	113 - 139	121 - 152
5'9"	136 - 161	142 - 172	151 - 187	5'5"	111 - 132	117 - 144	125 - 156
5'10"	140 - 165	146 - 177	155 - 193	5'6"	114 - 135	120 - 149	129 - 161
5'11"	144 - 169	150 - 183	160 - 198	5'7"	118 - 140	124 - 153	133 - 165
6'0"	148 - 174	154 - 188	164 - 204	5'8"	122 - 144	128 - 157	137 - 169
6'1"	152 - 179	158 - 194	169 - 209	5'9"	126 - 149	132 - 162	141 - 174
6'2"	156 - 184	163 - 199	174 - 215	5'10"	130 - 154	136 - 166	145 - 179
6'3"	160 - 188	168 - 205	178 - 220	5'11"	134 - 158	140 - 171	149 - 185
6'4"	169 - 198	178 - 216	188 - 231	6'0"	138 - 163	144 - 175	153 - 190
6'5"	174 - 204	182 - 222	191 - 238				

ADDENDUM 5.11 - 1

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